

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Administrative Specialist I

BAND	GRADE	
NE	617	
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbents are responsible for performing a wide variety of advanced generalized or specialized administrative support activities. Duties may include: coordinating and planning events and activities; guiding and training other administrative support staff; preparing budget documents; generating reports and journal entries; serving as a petty cash custodian; processing legal documents, forms, applications and other documents; collecting permit fees; reviewing initial plans and project submittals; serving as liaison for agencies and program providers; providing administrative support to the Council, commissions and committees; taking dictation and preparing minutes; preparing payroll; monitoring grants; processing sensitive and specialized documents; preparing legal or court documents; processing applicants for hire, including screening, examining and evaluating; assisting domestic violence victims with program resources; documenting and tracking fixed assets; performing basic legal research and code updates; and, reviewing financial performance records and reports.		
DISTINGUISHING CHARACTERISTICS: The Administrative Specialist I is the second level of a four level administrative support series. The Specialist I is distinguished from the Technician by the responsibility for advanced processes using dictation, serving as a lead, using specialized computer applications, providing technical guidance, training staff and for managing an office. The Specialist I is distinguished from the Specialist II in that the Specialist I does not report directly to a division manager or higher and is not responsible for public bidding processes and contract administration. The Administrative support series is distinguished from the Management support series in that the Administrative support series provides clerical and administrative support for departments and does not require a Bachelor's degree.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample and are not all-inclusive; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FREQUENCY	
1.	Prepares and/or processes a variety of specialized documents such as plea agreements, plea-by-mail documents, subpoenas, correspondence, affidavits, ex parte orders, warrants, summons, complaints, abatements, agreement statements, confidential correspondence, special event applications, liquor licenses and extension of premises applications, business licenses, policy and procedure manuals, official City forms, budget documents, council documents, contract documents, contract and agreement amendments; building and construction permits, commercial and residential plans,	Daily	

New 06/07

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1. (cont.)	benefits applications/ forms, City-wide personnel and payroll documents, claims and claim payments and garnishments. Reviews and verifies documents such as payroll documents and billing documents; makes appropriate changes.	Daily	
2.	Answers calls; directs calls; takes messages; answers questions pertaining to departmental functions, policies and procedures. Coordinates work between service providers and the department.	Daily	
3.	Maintains calendars by setting up meetings, special events, court dates, hearings, scheduling client interviews, determining locations and notifying applicable parties. Prepares and distributes council agenda packets. May schedule court proceedings and maintain trial calendars.	Daily	
4.	Takes minutes and/or transcribes minutes, briefs, motions and/or petitions.	Daily	
5.	Answers questions and resolves problems or discrepancies relating to departmental/office functions. Meets with and assists domestic violence victims with preparation and submission of impact statements and restitution requests; provides community resource information; accompanies victims to court. Researches and maintains program records. Interprets and applies updated city codes, election, open meeting and conflict of interest laws.	Daily	
6.	Serves as custodian for the petty cash fund.	Daily	
7.	Plans and coordinates events and activities to include: making travel arrangements, scheduling teleconferences, creating tickets and banners for functions, scheduling training classes, arranging interview panels, scheduling applicant testing and posting meeting notices.	Weekly	

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8.	Compiles and organizes data for report generation such as status reports, victim impact statements, expenditure reports, comparison reports, incident reports and monthly statistics. Develops and runs queries and reports.	Weekly	
9.	Collects and tracks various planning permit and land use fees.	Weekly	
10.	Tracks revenues, expenditures and balances. Purchases supplies, equipment and uniforms to include calling for quotes and availability, verifying accuracy of orders, processing packing slips and approving invoices.	Weekly	
11.	Participates in meetings and serves on committees.	Monthly	
12.	Creates and maintains a variety of specialized databases such as logs, inventories, histories, statistics and applicant information.	Monthly	
13.	Assists in establishing policies, procedures and protocol for departmental activities and in implementing procedures. Types and distributes manual and form updates; may prepare codification updates.	Monthly	
14.	Creates and maintains file systems to include development, organization, maintenance and purging of files and records.	Monthly	
15.	Trains other departmental staff and provides technical advice on complex issues.	Monthly	
16.	Prepares courtrooms ensuring recorders are working and pertinent paperwork is present.	Varies	
17.	Summons the jury panel for trial and completes required paperwork.	Varies	

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16.	Prepares courtrooms ensuring recorders are working and pertinent paperwork is present.	Varies	
17.	Summons the jury panel for trial and completes required paperwork.	Varies	
18.	Assists attorneys, judges and pro tempore judges in court proceedings by ensuring all required court documents have been prepared; reviews files prior to court proceedings to check status. Reviews domestic violence cases with prosecutors to provide detailed information prior to appearance hearings.	Varies	
19.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Record keeping practices;
- Basic accounting principles;
- Budget codes;
- Terminology and processes used in area of assignment;
- Filing systems;
- Business English.

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Skills (position requirements at entry):

Skill in:

- Preparing and processing specialized documents in area of assignment;
- Training other staff or volunteers;
- Creating and maintaining file systems;
- Tracking revenues and expenditures;
- Gathering, organizing and evaluating data and information;
- Preparing reports including developing queries;
- Performing data entry;
- Composing correspondence and form letters;
- Reviewing own work for accuracy;
- Scheduling meetings, trials or special events and activities;
- Making travel arrangements.
- Inventorying and ordering supplies;
- Answering phones;
- Using office equipment such as phones, copiers and fax machines;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

- High School Diploma or General Equivalency Diploma (G.E.D.) and three years experience in area of assignment; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Position requires:

- Valid Arizona driver's license of appropriate class;
- Arizona Criminal Justice Information System (ACJIS) Certification;
- Possession of or ability to obtain Notary Public Certification

Physical Requirements:

Positions in this class typically require: stooping, kneeling, sitting, mobility, reaching, standing, fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Draft prepared by Human Resources/Risk Management (jls)

Date: 06/07

New 06/07